

To  
The Section Officer,  
Genl.Admn. (Poll.A) Dept.

Sir,

As I have to attend some urgent work at Guntur Dist I request  
that I may kindly be granted 2 days CPLs on, 26.03.2014 and  
27.03.2014, in lieu of my holiday turn duties  
Done by me on, 26.01.2014 and 02.02.2014 and also permit me to  
lieu the Head Quarters.

Thanking you sir,

Yours faithfully

(G.V.NARASIMHA RAO)  
DR&T ASST, GA(POLL.A)